



TOWN OF ISLIP

DEPARTMENT OF
PLANNING & DEVELOPMENT
One Manitton Court
Islip, NY 11751
Phone (631) 224-5464
Fax (631) 224-5462

Building Division

Permits (631) 224-5466

Records/Inspections (631) 224-5470

Plans Examiners (631) 224-5467

COMMERCIAL INTERIOR ALTERATION REQUIREMENTS

- Certificate of Occupancy for main building
- \$500.00 Non-refundable Filing Fee
- Building permit application completely filled out with PROPERTY OWNER's signature notarized.
- 4 sets construction drawings (building plans) drawn to scale on paper no larger than 24" X 36". The plans must be drawn by a New York State licensed architect or engineer and must have an original seal and signature and must include mechanicals and plumbing.
- Letter of use - Must state use of all tenants if multi-tenanted
- Current as built floor plan of entire building drawn to scale. Should include dimensions of building, uses and bar scale. In no case should it be larger than 11" X 17".
- Four (4) copies of existing site plan showing parking conditions

Please note that the building permit fee will be calculated after the plans have been reviewed and approved.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

- Site plan approval
- Board of Appeals approval (631) 224-5489
- Town Board approval (631) 224-5450
- Suffolk County Dept of Health approval (631) 852-5700
(Always required for Laundromats)